



State of Vermont
Finance & Administration
Contract Administration
One National Life Drive
Montpelier, VT 05633-5001
www.aot.state.vt.us

Agency of Transportation

[phone] 802-828-2641
[fax] 802-828-5545

March 10, 2014

RE: Request for Proposals (RFP) - Employee Development Training Services

The State of Vermont, acting through the Agency of Transportation (VTrans), is requesting proposals from universities, colleges, training organizations, and/or consultants (Consultant) to provide training services for VTrans employee development.

All work will be accomplished in accordance with the following:

- Scope of Work (SOW), dated February 24, 2014;
- Procedures for Selecting Contractors and Specifications for Contractor Services document including Customary State Contract Provisions, dated August 28, 2008, Revised December 29, 2008;
- General Special Provisions dated November 22, 2011; and
- Revised Standard State Provisions for Contracts and Grants dated November 7, 2012,

all of which are attached hereto.

All questions or requests for clarification related to this RFP shall be forwarded to the VTrans Point of Contact at:

And Morse, Contracts Specialist V
Agency of Transportation, Contract Administration
1 National Life Drive
Montpelier, VT 05633-5001

OR

e-mail to And.Morse@State.vt.us
Subject: Employee Development Training Services

OR

Faxed to (802) 828-5545
Attention: And Morse
Subject: Employee Development Training Services

All such questions and requests shall be in writing to the addresses above and **no later than Tuesday, March 25, 2014**. VTrans will not be

bound by any oral communications. All questions or requests for clarification received will be documented and answered after this date. **Communication with other VTrans personnel regarding this RFP is prohibited and may result in the rejection of your proposal.**

VTrans intends to select many Consultants to perform these services and will enter into rate schedule contracts covering a two (2) year period. VTrans reserves the option to extend one or more contract(s) for an additional two (2) year period. It is the intention of VTrans to contract with Consultants with the capacity to meet our training needs. VTrans may select Consultants who are able to provide only one of the listed training or services, or multiple trainings and/or services. Consultants are not required to propose for all of the trainings and services listed in the Scope of Work in order to be considered responsive to this RFP.

The maximum limiting amount for each contract will range from \$25,000.00 upward. The maximum limiting amount will vary in accordance with the number of trainings or services the Consultant is qualified to perform as well as the number available qualified staff dedicated to the contract, as proposed and/or established during negotiations. Award of a contract does not guarantee payment of the entire maximum limiting amount. Assurance that qualified staff will be available and dedicated to the contract will be required.

Future growth of a firm resulting in additional subjects for which trainings are offered and/or qualified staff that will be dedicated to the contract may result in an increase of the maximum limiting amount. A reduction in subjects trainings are offered for or qualified staff dedicated to the contract as originally proposed may result in a decrease of the maximum limiting amount.

The Consultant(s) will provide these services on a class-by-class or service-by-service basis as the need arises. The rates submitted with this proposal will be in force for two years, with the option to negotiate rates should VTrans extend the contract period.

VTrans may use several methods for determining and distributing work assignments to contracted consultants including but not limited to: requesting technical proposals from more than one firm for comparison; requesting a proposal from a single consultant, or requesting proposals addressing more than one service or training.

Assignments will be made at VTrans' discretion based on location, complexity of assignment, experience of the firm, capacity to complete work within the VTrans schedule, qualifications and availability of Consultant staff.

In the event that it becomes necessary to revise, modify, clarify, or otherwise alter this RFP, including VTrans responses to questions and requests for clarification, such modification shall be in the form of a written RFP Change. Any such RFP Change shall be posted to the VTrans FTP site.

VTrans will, at its discretion and as a courtesy only, email notification of any RFP Change to each prospective consultant on the same day any such Change is posted. However, failure of a consultant to receive an RFP Change shall not release any consultant from any obligations under its proposal as submitted. **IT SHALL BE THE CONSULTANT'S RESPONSIBILITY TO MAKE INQUIRY TO, AND TO OBTAIN THE RFP CHANGES ISSUED, IF ANY FROM VTRANS FTP SITE.**

In order to be considered responsive to this RFP, each consultant shall conform to the following requirements:

1. Required Information for the Technical Proposal

- A. Submit one (1) envelope, or package, containing nine (9) paper copies of the technical proposal.
- B. The technical proposal shall be bound, clear and concise, not exceeding a maximum of Thirteen (13) double-sided 8 ½" x 11" pages, excluding resumes. Information better suited to a larger page size format (such as schedules, etc.) may be included; these pages shall be folded to an 8 ½" x 11" size. Include a table of contents. The proposal **must** be double-sided. The pages shall be numbered consecutively therefore the page number may reach Twenty Six (26) but the physical pages shall not exceed Thirteen (13). **Number all pages in the technical proposal consecutively.**
- C. The technical proposal shall address the evaluation criteria set forth in this RFP, include a detailed description of the firm's understanding of the SOW, and the firm's capabilities to perform such work.
- D. Provide resumes and relevant certifications of staff that will be assigned to perform the work noted in the SOW. Include in the resumes the years of employment with the firm. Please label this section *Resumes*. The resume section will not be counted as part of the Thirteen (13) page limit.
- E. Provide at least three examples of previous and current experience the firm has conducting work that illustrates the ability to complete work outlined in the SOW. Provide a brief summary of the work performed and a reference

(including name, title, phone number and email) for each example provided. Each person listed as a reference should be able to speak knowledgeably about the work the firm completed.

The technical proposals will be evaluated considering the following criteria:

<u>CRITERIA</u>	<u>POINTS</u>
1. Overall firm experience and qualifications of personnel	40
2. Experience with VTrans; other governmental entities; and organizations of similar mission, size, and diversity; including references.	40
3. Adequacy of resources	10
4. Responsiveness to RFP including Quality and Clarity of Proposal	10
Total	<hr/> 100

F. If the Consultant intends to utilize the services of a sub-consultant(s), the following should be accomplished:

1. Please be aware that all sub-consultants utilized in the performance of this contract must be registered with the Secretary of State to do business in the State of Vermont prior to beginning work.
2. The successful Consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.
3. For sub-consultants not named in the proposal, prior approval is required by VTrans prior to the sub-consultant performing any work on assignments under this contract.
4. The successful Consultant will have fully executed sub-agreements for each sub-consultant not named in the proposal in place prior to the sub-consultant performing any work on assignments under this contract.

2. Required Information for the Cost Proposal:

- A. Submit one (1) envelope, or package, containing four (4) paper copies of the cost proposal.

- B. Provide in the cost proposal a price per classification of labor to conduct the accreditation/certification review and the curriculum development.

Example**:

<u>Class Title</u>	<u>Total</u>
Professor	\$108.00
Curriculum Specialist	\$ 87.75
Administrative Assistant	\$ 54.00

** This is only an example. Please use the classifications and rates you are proposing for work on this contract.

- C. Provide a definition of each classification of labor provided in response to 2.B above. Include in the definition the number of years experience, and educational thresholds required for each employee within the classification.
- D. Provide a price per class for presentation. The list of classes included in the cost proposal shall match the list of classes being proposed for presentation in the Technical Proposal. Please present the list in this format:

Example**:

<u>Class Title</u>	<u>Total</u>	<u>Number of days per session</u>
Professional and Business Writing	\$1,500	3
Negotiation Skills	\$1,000	2
Building Strong Teams	\$ 500	1

** This is only an example. Please use the classes and rates you are proposing for work on this contract.

- E. The price per class shall be considered all inclusive. The price per class shall include all anticipated expenses including but not limited to: salary, honorariums, stipends, meals, mileage, lodging, materials, equipment, telephone, airfare, printing, etc.
- F. Any rates not outlined in the Cost Proposal will need to be approved in writing by VTrans prior to utilization or invoicing. This includes any new trainings developed and/or presented.

G. If the prime Consultant intends to utilize the services of a sub-consultant(s), the following should be accomplished:

1. Provide justification and documentation in the cost proposal regarding the basis for selecting each sub-consultant (low bid, competitive negotiation, technical capabilities, etc.) you intend to use. Documentation needs to include all technical and cost information for all sub-consultants contacted.
2. For sub-consultants named in the proposal, provide cost information as described in Sections 2.B and 2.D above for sub-consultant services offered.
3. The successful consultant will be expected to execute sub-agreements for each sub-consultant named in the proposal upon award of this contract.

3. Required Financial Information

Submit one (1) envelope or package containing:

A. Financial Information

1. A completed VTrans Form AF38 (revised 06/2011) for the Consultant and each sub-consultant named in the proposal. For this submittal the Consultant shall complete Sections One, Sections One and Two, OR Sections One and Three. **Not completing Section Two or Section Three of the AF38 may limit the total dollar value of the potential contract award.** For each sub-consultant, the VTrans Form AF38 shall be completed at the level commensurate with the amount of work anticipated to be performed by the sub-consultant.
2. One (1) copy of the financial information for the Consultant and each sub-consultant named in the proposal.
3. The financial information for the Consultant and each sub-consultant shall be current for each firm and cover a period ending no more than 18 months prior to the date the proposal is due.

B. Break Down of Rates

1. Provide the current direct hourly rates for each individual anticipated to be utilized under this agreement grouped by classification titles.
2. Please provide a breakdown of personnel rates by classification title including: direct rate, overhead rate, profit and total.

Example**:

<u>Classification Title</u>	<u>Direct Rate</u>	<u>Overhead Rate</u> <u>1.50%</u>	<u>Profit</u>	<u>Total</u>
Professor	\$40.00	\$60.00	\$8.00	\$108.00
Curriculum Specialist	\$32.50	\$48.75	\$6.50	\$ 87.75
Administrative Assistant	\$20.00	\$30.00	\$4.00	\$ 54.00

** This is only an example. Please use the classifications and rates you are proposing for work on this contract.

3. VTrans considers profit as a negotiable item and caps the profit at 10%. Please notify all sub-consultant (s) of the 10% cap.
4. If there are multiple individuals in a class of labor please calculate one rate per classification. Include an explanation and justification for the calculation method utilized in calculating that rate.
5. The total (fully burdened) rate provided in this section shall match the total (fully burdened) rate per class of labor as submitted in the cost proposal, Section 2.B. above.
6. Please provide a breakdown of Class rates, by session including: Time for preparation, travel, and class presentation; and direct expenses.

<u>Class Title</u>	<u>Time</u>			<u>Direct Expenses</u>	<u>Total</u>	<u>Number of days per session</u>
	<u>Preparation</u>	<u>Travel</u>	<u>Class</u>			
Professional and Business Writing	\$100	\$100	\$1,000	\$300	\$1,500	3
Negotiation Skills	\$200	n/a	\$800	n/a	\$1,000	2
Building Strong Teams	\$25	\$75	\$350	\$50	\$ 500	1

** This is only an example. Please use the classes and rates you are proposing for work on this contract.

7. The total (fully burdened) rate provided in this section shall match the total (fully burdened) rate per class of labor as submitted in the cost proposal, Section 2.D. above.

4. Required Shipping Information

- A. Clearly indicate the following on the outside of each of the three (3) sealed envelopes or packages containing the technical proposals, cost proposals, and financial information:
 - 1) Name and address of the prime consultant
 - 2) Due date and time (04/16/2014 - 2:00 p.m.)
 - 3) Envelope contents (i.e. Technical Proposal, Cost Proposal or Financial Information)
 - 4) "Employee Development Training Services"
- B. Submit the three (3) sealed envelopes or packages to the Office of Contract Administration, Agency of Transportation, One National Life Drive, Montpelier, VT 05633-5001, prior to 2:00 p.m., on Wednesday, April 16, 2014.
- C. Proposals or unsolicited revisions submitted after the specified due date and time will not be accepted and will be returned to the consultant.

5. Rejection Conditions

- A. VTrans reserves the right to reject any or all proposals received as a result of this RFP. A proposal may be rejected for one or more of the following reasons, or for any other reason deemed to be in the best interest of VTrans:
 1. Failure of the consultant to adhere to one or more provisions of this RFP.
 2. Failure of the consultant to submit information required by this RFP.

3. Failure of the consultant to follow generally accepted ethical and professional standards during the RFP process.
4. Communications about this RFP with VTrans personnel other than the Point of Contact listed in this RFP.
5. Technical Proposals exceeding the page limit.
6. Technical Proposals that are printed on only one side of the page, or wrong size paper and/or font used (if applicable).
7. Failure to provide the correct number of copies of the Proposals as specified in this RFP.

VTrans' reserves the right to request and consider the opinions of any local, State and/or Federal Agency relative to the qualifications, capability and performance of any consulting firms and/or sub-consultants identified in responses to requests for proposals.

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the technical proposal.

VTrans reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest.

VTrans' current Disadvantaged Business Enterprise (DBE) Registry can be found on-line at www.aot.state.vt.us/civilrights/Registry.htm. VTrans' 2013 Overall Annual Goal for DBE participation on FHWA-funded projects is 6.2%.

The consultant awarded this contract shall, upon notification of award, apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386. VTrans will NOT execute the contract until the consultant is registered with the Secretary of State's Office. You may check the status of your registration at www.sec.state.vt.us/seek/keysrch.htm.

The selected Consultants technical proposals become public record and are available for public review and inspection upon execution of the contract. The contents of the successful Consultant's proposal, as accepted by VTrans, may become part of the contract awarded as a result of this process.

If any consultant is aggrieved by the proposed award of the contract, the consultant may appeal in writing to the Chief of Contract Administration. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

All proposals become the property of VTrans upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. Unselected proposals may be destroyed or returned to the bidder at VTrans' discretion. VTrans reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of VTrans. This solicitation of proposals in no way obligates VTrans to award a contract.

Sincerely,

And L. Morse
Contracts Specialist V

Enclosures: Scope of Work (SOW) dated February 24, 2014
The Procedures for Selecting Contractors and Specifications
for Contractor Services document including Customary State
Contract Provisions, dated August 28, 2008, Revised
December 29, 2008
General Special Provisions dated November 22, 2011
Standard State Provisions for Contracts and Grants, dated
November 7, 2012
VTrans Form AF38 (Revised June 2011)